

Separating Confidential CE data from the CP worksheet in Excel file from DOE

Some corporations have expressed a desire to separate the CE sheet from the CP sheet (so that schools can complete the DOE-CP without having access to salary or other information). The problem is that the names on the "CP" sheet come from a Lookup formula that finds the names on the "CE" sheet based on the social security numbers in Column "C" on the "CP" sheet. If the sheets are separated without any preparation, the Lookup formula probably won't be able to locate the sheet with the names.

Still, the confidential information can be removed without much effort. There are two ways that you can do this - but only *after* you (1) have pasted the downloaded CE and CP data into the Excel spreadsheet and (2) have copied the Lookup formulas under "Name" (Cell I2) and "Subject Text" (Cell J2) down far enough so that the name and subject show next to each position.

First, make a copy of your worksheet for *your use* in CE reporting. Then make a copy to share with the schools by using either of the two methods described below.

Method 1: Deleting Columns

1. On the copy for the schools, go to the "CE" sheet (using the tab at the lower left corner).
2. Delete any columns you don't want the schools to see. However, *do not delete* "SNN", "LName" or "FName". (See the "Excel How-To #1" box below for instructions.)
3. Go back to the CP sheet and save a complete copy. From this copy, you can delete the rows for any schools other than the school for which you are preparing the worksheet and save a copy for each school.

Method 2: Paste-Special - Values Only

Method 2 is a *little* more work, but the resulting file is smaller - and simpler because you only have one tab. This option involves converting the Lookup formulas to the "values" (i.e., the text that displays as a result of the Lookup formula). Once the Name is converted from formulas to values, the CE sheet no longer needs to be attached to the CP sheet.

1. Go to the "CP" sheet by clicking on the tab at the lower left corner.
2. Copy the NAME column (which contains Lookup formula results) and paste it back in as *text*. (See the "Excel How-To #2" box below for instructions.)
3. Then, go to the "CE" sheet.
4. Under "Edit" on the main menu, select "Delete Sheet." You will get a message that says "Data may exist in the sheet(s) selected for deletion. To permanently delete the data, press Delete." Make sure that you saved a copy as instructed above. Then click on the "Delete" button to remove the "CE" sheet.

Excel How-To #1: Deleting Columns

Click once or twice on Excel's column label (i.e., the letter at the top of the table - for example the "E" above "MName") to select the column that you want to delete.

(You can select adjacent columns by holding the mouse button down and moving your cursor to the left or right. You can also select a range of columns by selecting one, then, while holding down the "Shift" key, selecting another.)

Then, go to "Edit" on the main menu and select "Delete".

(Or, right click - using your second finger - anywhere on the selected columns. A list of options will appear including "Delete" near the middle of the list. Select "Delete")

Tip: You can delete rows the same way by clicking on the numbers at the left of your worksheet.

Excel How-To #2: Replacing Formulas with Values

Sometimes there is information created by a formula that you want to convert to what you see on your screen. To do this, *select* with your mouse the cells that you want to convert. (In this case, it will be the entire "NAME" column. See above for instructions on selecting columns.) Then, from the top menu, under "Edit" select "Copy"

While leaving the cells still selected, return to Edit on the top menu, but this time, select "Paste Special". Select "Values" (under "Paste") and click "OK".